

UNITED STATES GOVERNMENT

# Memorandum

TO : Director of Training

DATE: 17 December 1965

FROM : Registrar/TR

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report No. 41  
13 - 17 December 1965I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

25X1 A. [ ] Commandant, Defense Intelligence School will be reassigned after 1 January 1966 as DIA Director Lt. Gen. Joseph Carrol's construction supervisor for the new DIA building. The DIS considers this a real boon for them in having [ ] in a position where he can ensure that school facilities in the building are not overlooked. 25X1

25X1 B. At a farewell cocktail party for [ ] DIA Chief 25X1 of Staff, [ ] told me that Lt. Gen. Carrol was unusually pleased with the letter from Admiral Raborn concerning Project HELPFUL. He directed [ ] to prepare a memo, for his signature, to all concerned with Project HELPFUL, commending each for his part in the program. A copy of Adm. Raborn's letter was appended to each. All concerned are pleased with the outcome of Project HELPFUL and DIA is already planning for the May offering. 25X1

25X1 C. [ ] CI Staff, consulted with the Registrar during the week concerning his plans for graduate study. As a result of our talk, [ ] plans to register at Syracuse University for the spring term. 25X1

25X1 D. The Office of Logistics' Training Officer called to commend [ ] for her "outstanding" efforts in arranging for OL personnel to attend courses in "Naval Contract Negotiations." Apparently slots for these courses are difficult to come by but Doris was able to contract for three of them.

25X1 E. [ ], has asked us to look 25X1 into the possibility of having [ ] put on an ADP Course 25X1 in house, similar to that which [ ] does for the Civil Service Commission. [ ] believes we might have as many as fifty people for such a course. Assuming such a requirement, if we could

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25X1 contract with [REDACTED], we could run an in house course at a considerable financial savings for the Agency.

25X1 F. [REDACTED] advises that a new management is taking  
25X1 over the administration of Arlington Towers. They now plan to charge for student parking. [REDACTED] asked whether or not parking for National Interdepartmental Seminar Students could be paid for from External Training Funds. The Government Employees Training Act permits us to pay for such expenses related to external training. As a matter of policy, for local external training, we have not paid parking expenses in the past although we have had inquiries on such reimbursement. The administrative details of handling such reimbursements would make it next to impossible to handle these. In the case of the NIS, it could be handled in our contract with FSI. I believe we can best be guided in this matter by learning what other (USIA, AID, DOD, etc.) NIS participants are going to do.

G. Reference was made in an earlier Weekly Report of NPIC's plans to arrange with the Department of Defense Computer Institute (DODCI) for the presentation of the DODCI Senior Executive Course exclusively for NPIC. DODCI has now agreed to put on two courses, one in January and one in May. NPIC has offered OTR and Computer Services one slot each in each running of the course. I am less concerned about NPIC's unilateral action in arranging this training than I am in learning that NPIC has also been directly enrolling students in the DODCI courses, so that no record of such training appears in our Agency Training Records. We can and have arranged such special training for other components. Fortunately, DODCI is doing this for NPIC on a quid pro quo basis and no monies are involved although until I asked this question, no one had thought of where the money was to come from if finances were involved. Assuming DTR prior approval of a training program, external training funds could be obligated for such training.

H. Mr. Melvin Wachs, Office of Career Development, Civil Service Commission, called to inform us that the CSC is developing four training courses concerned with Programming, Planning, and Budgeting and wanted us to give him a quick estimate of the number of students CIA might be able to send annually. Briefly, these courses are:

1. Orientation Course in Programming, Budgeting, Systems Analysis for supervisors, grade GS-14 and above; later, the minimum grade will be GS-9. About 12 courses will be offered each year.

*DDTC  
This filed  
to DDC  
on 15 DEC.  
DGS has  
forwarded 40-50*

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2. One-week seminar in Programming, Planning, and Budgeting for line operators and others who need to know, grade GS-14 and above. Will be offered every 4 - 6 weeks.

3. Specialized one-week program for budget officers, grade GS-13 and above, who are working with PPB.

4. Three-week Monterey-type course for professionals and their supervisors in PPB, grade GS-13 and above. This course will be designed primarily for civilian agencies (in contrast to the Monterey course which is oriented more in the direction of the military).

25X1 After discussing these proposed courses with Mr. John Clarke,  
25X1 we called [ ] and informed him that our estimate (on the liberal  
side, as requested by [ ] of CIA annual participation is as  
follows:

1. Orientation Course	--	100
2. One-week Seminar	--	25
3. Specialized One-Week Program	--	50
4. Three-Week Course	--	20

25X1 We asked [ ] to give us all the detailed information  
available on these courses. as soon as possible after they are approved  
so we can fully inform all interested components of the Agency.

I. Except for one opening in AIB, the Office of the Registrar is at TO strength. We have had quite a bit of movement this fall and this has resulted in a slow down until those newly assigned have mastered the new assignment. Our backlog, for this reason, is somewhat larger than it has been but all are working hard to again catch up and maintain the status quo. OTR/PO has advised that it is unlikely that our remaining slot will be filled until after New Year's.

25X1 J. [ ] appears to be quite pleased with the prospects  
25X1 of her new job in [ ] She has found an apartment and will move to  
25X1 [ ] mid-January.

K. The Staff of the Office of the Registrar wishes for All in 25X1  
OTR a very Merry Christmas and a Happy New Year.

Attachments:

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Registrar Staff/ TR

DATE: 17 December 1965

FROM : Chief, AIB/RS/TR

SUBJECT: Weekly Activities Report No. 41  
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## I. SIGNIFICANT ITEMS

None

## II. OTHERS

A. Two OTR publications were distributed in the Agency: The December OTR Bulletin and the six-month projection of courses. Already we have had instructors call in changes in dates of courses. There will be others. We will list those we have for the January OTR Bulletin in addition to an announcement in a Special Bulletin.

Two Special Bulletins were sent to PSD for publication: One (No. 25-65) to announce the installation and general procedures for use of the two Craig Readers, which OTR will maintain in the language laboratory at Headquarters. The second (No. 26-65) to notify Training Officers of the availability of cash advances to employees who are approved for Agency sponsorship of their attendance in courses given at local schools.

The text of the announcement of the Spring Semester of the Off-Campus Program was submitted to the O/DTR for approval and signature. The announcement is to be a Headquarters Employee Bulletin.

B. Unless informed by OD/OCS to the contrary, the basic material for completing the report on EOD training, which we have agreed to do for [ ] will be completed by OCS by 7 January. This will give AIB two days (10 and 11 January) to do some additional manual work. We plan to give the report to Mr. [ ] on 12 January. The schedule for the information has been discussed with [ ].

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25X1

C. Ordinarily the cut-off date for information on training that is to appear in the January print-out of the Agency Training Record is the week of 20 December. [ ] Operations Division, OCS, has given us a much-needed extension of three weeks to prepare the information for computer input.

25X1

D. Arrangements have been made with C/Headquarters Training/OS/TR to set up a briefing on the DDP for [ ] who will attend the February-June session of the Armed Forces Staff College. Paul was originally registered in the recent CSR.

25X1

E. [ ] EOD to the Intelligence Production Staff/IS/OTR, was given a briefing on the organization of OTR and the instructional and support functions of its Schools and Staffs. The briefing was on Monday, at 3 p.m.

25X1

F. [ ] OP/TR is giving priority attention to our need for someone to fill the admissions position in AIB. However, she holds out not much hope for any positive action until after 3 January.

### III. PERSONNEL

The Registrar Staff is "officially" saying good-bye to [ ] this afternoon. Barbara has served three years with the Branch as the Editorial Clerk and has served it exceedingly well. She reported to SIC/OTR on 7 December.

25X1

Attachment: Weekly attendance figures.

25X1



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